

13.115 OUTSIDE TRAINING PROGRAMS/COLLEGE ATTENDANCE

Reference:

AFSCME/City Labor Contract
Procedure 16.125 - Travel on City Business
Personnel Policies and Procedures – Section 3.7
Administrative Regulation #13 - Travel Outside of Cincinnati on City Business

Information:

Outside training includes job-related conventions, professional conferences, workshops, seminars, and special training events sponsored by agencies other than the Cincinnati Police Department. Exempt from this procedure are City of Cincinnati sponsored seminars of several hours to one day duration covering a limited subject such as payroll preparation, personnel related forms or processes, Equal Employment Opportunities matters, etc. Also exempt from this procedure are Department personnel attending college or training on their own time and at their own expense.

Procedure:

- A. Evaluating Training Requests
 - 1. Training requests are evaluated using the following criteria:
 - a. Is there need for the training?
 - b. Will the employee and/or Department benefit from this training?
 - c. Are funds available?
 - d. Is the training job related? If not, is it related to the applicant's career plan?
 - e. Does the Training Section already provide this training? Is the same quality training available elsewhere at a more reasonable cost?
 - f. Have others in the same unit attended this training?
- B. Order for Processing the Outside Training Request Packet
 - 1. Applicant
 - 2. Immediate supervisor
 - 3. District/section/unit commander
 - 4. Bureau Commander
 - 5. Training Section

6. Resource Bureau Commander
 - a. Finance Management Section
 - 1) Training/Asset Forfeiture Committee
 7. Police Chief
 8. Finance Management Section
 9. Training Section
 10. Applicant
- C. Process for Requesting to Attend Outside Training Programs
1. Applicant responsibilities
 - a. Contact the Training Section to obtain an Outside Training Request packet. This packet consists of a Form 70T, Request for Outside Training, a Form 70S, Request for Permission to Travel, and the employee's training record.
 - 1) Anytime an employee voluntarily requests training and/or travel on City business he will not receive any overtime compensation in excess of an eight-hour day, or a forty-hour workweek during the training and/or travel.
 - 2) A Form 70S is not necessary if the training is free, is held within the Interstate 275 loop (Ohio only), and reimbursable fees are not involved (i.e., lodging, meals, gas, parking fees, etc.). Out-of-state travel regardless of cost requires a Form 70S.
 - 3) Follow all instructions in the packet for completing the request.
 - b. The applicant will submit the completed Outside Training Request packet to his immediate supervisor.
 - 1) Include a copy of the training record.
 - 2) Include brochures, announcements, and registration forms with the completed packet.
 - 3) Submit requests as far in advance as possible. However, if the training date is less than four weeks away, personnel may expedite the request by hand carrying the request through proper channels to the Training Section.
 - c. The Training Section will notify the applicant if the request was approved or disapproved using a Disposition Notification Form 17.

- 1) If the request is approved, follow the instructions in the Outside Training Request packet to complete the travel and/or training arrangements.
 - a) See the Outside Training Request packet for information on prepayment or billing of certain expenses, as stipulated in Administrative Regulation #13 - Travel Outside of Cincinnati on City Business.
 - d. After returning from the training, complete and submit a Form 71S, Statement of Travel Expense, through the chain of command to the Finance Management Section.
 - 1) See the Outside Training Request packet for instructions on completing Form 71S.
 - e. Evaluation of Outside Training Request/Certificate
 - 1) Each attendee will complete the Evaluation of Outside Training Request (preprinted Form 17) no later than two weeks after returning to duty. Route the completed form and a copy of any certificate of completion, if issued, through the chain of command to the Training Section.
 - a) Failure to complete and submit the Evaluation of Outside Training Request will result in the applicant receiving no credit for the training and disapproval of future training.
 - f. The Department employee may be required to prepare and submit a lesson plan on the subject(s) addressed in the training program. The employee may serve as an instructor on this topic to train other employees during recruit or in-service training.
2. Immediate supervisor responsibilities
 - a. At the time the request is submitted, ensure the training packet is complete, with all required information.
 - b. Review, evaluate, and recommend approval or disapproval on the Form 70T using the criteria in Section A.1. of this procedure. Sign and date in the designated space on the rear of the Form 70T.
 - c. Forward the request to the district/section/unit commander.
 3. District/section/unit commander responsibilities
 - a. Review, evaluate, and recommend approval or disapproval on the Form 70T using the criteria in Section A.1. of this procedure.
 - b. Forward the request to the bureau commander.

- c. The district/section/unit commander will receive a copy of the applicant's Disposition Notification Form 17 stating the disposition of the request.
 - d. On approved requests, ensure the applicant follows the instructions for making the necessary arrangements and completing necessary paperwork.
- 4. Bureau commander's responsibilities
 - a. Review, evaluate, and recommend approval or disapproval on the Form 70T using the criteria in Section A.1. of this procedure.
 - 1) If approved, forward the request to the Training Section.
 - 2) If disapproved, return the request to the applicant back through the appropriate chain of command.
- 5. Training Section responsibilities
 - a. Upon request, ensure the requesting person receives the Outside Training Request packet.
 - b. Ensure all returned forms are properly completed.
 - c. Review, evaluate, and recommend approval or disapproval on the Form 70T using the criteria established in Section A.1. of this procedure.
 - d. Forward the request with the recommendation to the Resource Bureau Commander.
 - e. Attach a copy of the applicant's training record.
- 6. Resource Bureau Commander will:
 - a. Submit the request to the Finance Management Section to verify available funds.
 - b. Convene the Training/Asset Forfeiture Committee for review of the request.
 - c. Return the completed packet to the Finance Management Section regardless of approval status.
- 7. Finance Management Section will:
 - a. Send the original Form 70S to the Police Chief for approval.
 - b. Send a copy of Form 70S and the remainder of the travel packet to the Training Section.

8. Training Section will:

- a. Send copies of the Disposition Notification Form 17 and Evaluation of Outside Training Request to the applicant if the request is approved.
 - 1) Send the original Disposition Notification Form 17 and Evaluation of Outside Training to the applicant's district/section/unit commander.
 - 2) The applicant is responsible for all travel arrangements.
 - 3) Route the Form 70S and other related documents to the Finance Management Section for processing.
 - 4) Review the Evaluation of Outside Training Request submitted by the employee for the value of the program and the possible impact on future training programs.
- b. Notify the applicant and the applicant's district/section/unit commander through the proper bureau commander using a Disposition Notification Form 17 if the request is disapproved.
 - 1) Training Section will send a copy of the disapproved request to the Finance Management Section when necessary.

D. Advance for Expenses

1. An advance of funds will be permitted to cover expenses only in cases of extended stay (i.e., Southern Police Institute or FBI Academy).
 - a. Traveler should prepare a Form 70S detailing the estimated dollar amount for out-of-town travel and indicating the amount of the travel advance request.
2. The Police Chief must approve the travel advance request.
 - a. If approved, Finance Management Section will prepare a Form 37S, Claim Voucher, requesting an advance in the name of the traveler for the amount of the travel advance. This is required at least 14 days before the scheduled trip.

E. College Attendance

1. The Police Department encourages college attendance.
 - a. No member may attend college while on duty.
 - 1) Personnel attending classes during scheduled work hours will use accumulated compensatory, holiday, or vacation time.

2. Tuition reimbursement

- a. Each request is judged on the following criteria:
 - 1) Is the course related to current duties or an aid to promotion?
 - 2) Is the course part of a degree program?
 - a) Electives may be covered if they are part of a degree program.
 - 3) Is the school/institution accredited?
- b. Request for reimbursement must be filed and approved before course registration.
 - 1) Complete Part 1 and submit through the unit commander a Form 80, Application and Approval for Tuition Reimbursement.
 - 2) The unit commander will review the Form 80 and forward the request to the Training Section Commander for completion of Part 2.
 - a) The Training Section Commander will determine whether the institution is accredited.
 - 3) The Training Section Commander will forward approved Forms 80 to Finance Management Section for the completion of part 3. Disapproved forms will be returned to the submitting officer.
 - 4) Finance Management Section will forward the Form 80 to the Police Chief for completion of Part 4.
 - 5) Upon approval by the Police Chief, the Form 80 is returned to Finance Management Section.
 - a) Finance Management Section will send a copy of the approved form to the submitting officer.
 - 6) After completing the course work, the Department member must send a copy of his paid receipt for the course and a grade transcript to Finance Management Section.
 - 7) Non-sworn personnel in division 1 and division 0 (CODE), may request the following tuition reimbursement for up to six (6) credit hours per quarter for completed work at an accredited educational institution.
 - a) 100% tuition reimbursement for grade of "A".

- b) 80% tuition reimbursement for grade of "B".
 - c) 60% tuition reimbursement for grade of "C".
 - d) 80% tuition reimbursement for grade of pass in a pass/fail course.
 - e) 0% tuition reimbursement for grade of fail in a pass/fail course.
- 8) Tuition reimbursement for sworn personnel
- a) To be eligible to participate in the tuition reimbursement benefit, sworn police officers must meet the conditions set forth in Section 3.7 of the Personnel Policies and Procedures.
 - b) Reimbursement for up to six (6) credit hours per academic session is based on the following:
 - 1] 100% tuition reimbursement for grade of "A".
 - 2] 80% tuition reimbursement for grade of "B".
 - 3] 60% tuition reimbursement for grade of "C".
 - 4] 80% tuition reimbursement for grade of pass in a pass/fail course.
 - 5] 0% tuition reimbursement for grade of fail in a pass/fail course.
 - c) Plus or minus grades have no effect on the reimbursement received by the employee.
- 9) Finance Management Section will process the receipt and grade transcript for reimbursement.
- 10) Finance Management Section will file a quarterly report to the Human Resources Director with a listing of individuals receiving tuition reimbursement and the courses taken.